



PHILIP D. MURPHY  
*Governor*

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*Lt. Governor*

**State of New Jersey**  
DIVISION OF ADMINISTRATION  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
PO BOX 081  
TRENTON, NJ 08625-0081

MATTHEW J. PLATKIN  
*Acting Attorney General*

WILLIAM H. CRANFORD  
*Chief Administrative Officer*

**February 25, 2022**  
**NOTICE OF JOB VACANCY**  
**#22-154**

**This is a repost of vacancy announcement #21-413; previous applicants need not reapply.**

An opportunity currently exists in the classified service with the Department of Law and Public Safety, Division of Administration, for current State employees with permanent service in a competitive title who meet the requirements indicated below:

**TITLE:** Purchasing Assistant  
**SALARY:** \$45,521.43 to \$64,043.88  
**LOCATION:** Division of Administration  
Fiscal Management Office  
Richard J. Hughes Justice Complex  
25 Market Street, Trenton, NJ

**NUMBER OF POSITIONS AVAILABLE:** One (1)

**DUTIES:** Under the direction of a supervisory officer in the Department of Law and Public Safety, Division of Administration, Financial Management Office, assists a professional buying staff in completing complex technical calculations on procurement matters and in the processing of orders for the purchase of commodities; resolves problems regarding requisitions, ordering and/or shipment of items by contracting vendors, stockroom, other divisional staff; makes arrangements with vendors to correct situations involving incorrect shipments; prepares purchasing related correspondence and maintains essential records and files; performs highly complex technical functions related to purchasing; does related work as required.

**REQUIREMENTS**

**EDUCATION:** Completion of 60 semester hours at an accredited college.

**EXPERIENCE:** Two (2) years of responsible technical, clerical experience in assisting professional staff in the purchase of equipment and supplies, or in maintaining purchasing records.

**NOTE:** Applicants who do not possess the required sixty (60) semester hours may substitute additional experience as indicated above on a year-for-year basis.

**LICENSE:** Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**SPECIAL NOTE:** Current Department of Law and Public Safety employees serving in an unclassified appointment will also be considered, if interested. Applicants outside of State service or appointed to an unclassified title in another Department or State agency cannot be considered.

**RESUME NOTE:** Eligibility determinations are based upon information presented in your resume only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation with a course-by-course breakdown, approved by the Civil Service Commission, indicating its U.S. equivalency prior to the closing date. Failure to do so may result in disqualification.

***If qualified, please send a cover letter indicating interest in job vacancy announcement #22-154 and a current resume on, or before, the closing date of March 11, 2022 to:***

Recruitment Coordinator  
[LPS.Humanresources@njoag.gov](mailto:LPS.Humanresources@njoag.gov)

**OR**

Division of Administration  
Human Resource Management  
P.O. Box 081, Trenton, NJ 08625-0081

The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment.

